

## STUDENT ACADEMIC POLICY

1. Absolute integrity is expected of every DAU student in all academic undertakings.
2. Students and staff members discovering an apparent violation should report the matter to the instructor, course manager, or to the Dean's office as soon as possible. Each Dean is responsible for ensuring that their faculty and staff know to whom the report should be made.
3. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources.
4. A DAU student's submission of work for academic credit indicates that the work is the student's own. All outside assistance and citations should be acknowledged, and the student's academic position truthfully reported at all times. In addition, DAU students have a right to expect academic integrity from each of their peers.
5. General Responsibilities: A student shall not:
  - a. Misrepresent his or her work.
  - b. Fraudulently or unfairly advance his or her academic position.
  - c. Be a party to another student's failure to maintain academic integrity.
  - d. Violate the principle of academic integrity in any other manner.
6. The following actions are examples of activities that violate the Student Academic Policy and subject their actors to proceedings under this policy. This is not a comprehensive list.
  - a. Representing the work of others as one's own.
  - b. Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work.
  - c. Forging a signature to certify completion of a course assignment or a recommendation.
  - d. Misrepresenting one's academic accomplishments.
  - e. Removing or copying any examination materials or any portions thereof by any means, including electronically.
7. Course Assignments: Students are encouraged to discuss the content of a course and to help each other to master it, but no student should receive help in doing a course assignment that is meant to test what he or she can do without help from others. Representing another's work as one's own is plagiarism and a violation of

this policy. If materials are taken from published sources the student must clearly and completely cite the source of such materials. If a student is submitting all or part of the same work simultaneously for the determination of a grade in two or more different courses, faculty members in the courses involved must approve such submissions.

8. Principles for Computer Use and Network Systems:

- a. The use of computers and network systems does not exempt students from the normal requirements of ethical behavior in the DAU community. Use of a computer and network system that is shared by many users imposes certain additional obligations. In particular, while rules are built into computer and network systems, such restrictions cannot eliminate the opportunity for perusal of the work or resources of others. Students are responsible for their actions whether or not rules are built in, and whether or not they can circumvent them.
- b. Standards of behavior include, but are not limited to:
  - i. Respect for the privacy of other users' information, even when that information is not securely protected.
  - ii. Respect for the ownership of proprietary software. For example, unauthorized copies of such software for one's own use, even when that software is not protected against copying, are inappropriate.
  - iii. Respect for the finite capacity of the system and limitation of use so as not to interfere unreasonably with the activity of other users.
  - iv. Respect for the procedures established to manage the use of the system.

9. Variances: Faculty members are responsible for informing students of variances from this policy that may apply to course work. These variances should be approved by the Dean and clearly communicated at the beginning of the course or activity to which they apply. An example of such a variance would be where several members of a project team are doing assigned research, sharing their Internet search results, but not their final submissions.

10. Jurisdiction and Penalties: The authority to determine whether a specific action shall be treated as a violation of the Student Academic Policy lies with the Dean. Students who violate this Student Academic Policy may be subject to penalties outlined here and may also be subject to penalties under military and federal laws.

11. If a student has been determined to be in violation of DAU student academic policy and has received a failing grade or is disenrolled from a course, that

student shall not be eligible to retake the course for a period of one year from date of disenrollment. A request for a waiver to this restriction may be made within that time subject to the approval of the student's military service or Defense Acquisition Career Management (DACM).

12. A student accused of a violation of academic integrity will receive a hearing by the Dean of the region responsible for hosting the class. The student will have appeal rights to the DAU Commandant for an adverse action if the student:

- a. Believes the procedure was improper or unfair;
- b. Asserts that additional, relevant evidence has become available;
- c. Contests the findings; or,
- d. Believes the penalty was excessive or inappropriate for the offense.

13. Upon hearing the appeal of the student, and in consideration of the findings and recommendations of the hearing board and rationale of the Dean, the Commandant may overturn, amend, or affirm the decision. In the case of military personnel, this action may include referral to that student's military commander for further adjudication.

14. The decision of the Commandant will be provided in writing to the student. If the student is found to be in violation of DAU's Student Academic Policy, the Dean shall notify the student's supervisor in writing of the findings and actions taken.

15. If a grade for the student in the course must be submitted before a case can be decided, the faculty member shall send a grade of incomplete to the Student Services Office, pending the Dean's or Commandant's decision.